



**AGENDA**  
**2022 BC Summer Games Nomination Select Committee**  
**Monday, January 18, 2021 – 11:30 a.m.**  
**City Hall – 2<sup>nd</sup> Floor Conference Room**

**A. COMMENCEMENT**

**B. ADOPTION OF AGENDA**

**C. NEW BUSINESS**

<u>Item</u>	<u>Reference Documents</u>	<u>Page #</u>
C.1 Welcome and Introductions		
C.2 BC Games Society Overview	BC Games Society Overview	3
C.3 Hosting the BC Summer Games	BC Games Hosting Overview	9
C.4 Prince George 2022 BC Summer Games Overview	Fact Sheet Sample Sport Package Host Society Organizational Chart	17 19 20
C.5 Nomination Process	Nomination Committee Process	21
C.6 Board Selection and Appointment	Board Qualifications	25
C.7 BC Games Society Support	BC Games Hosting Overview	9
C.8 Next Steps	Games Timeline	31

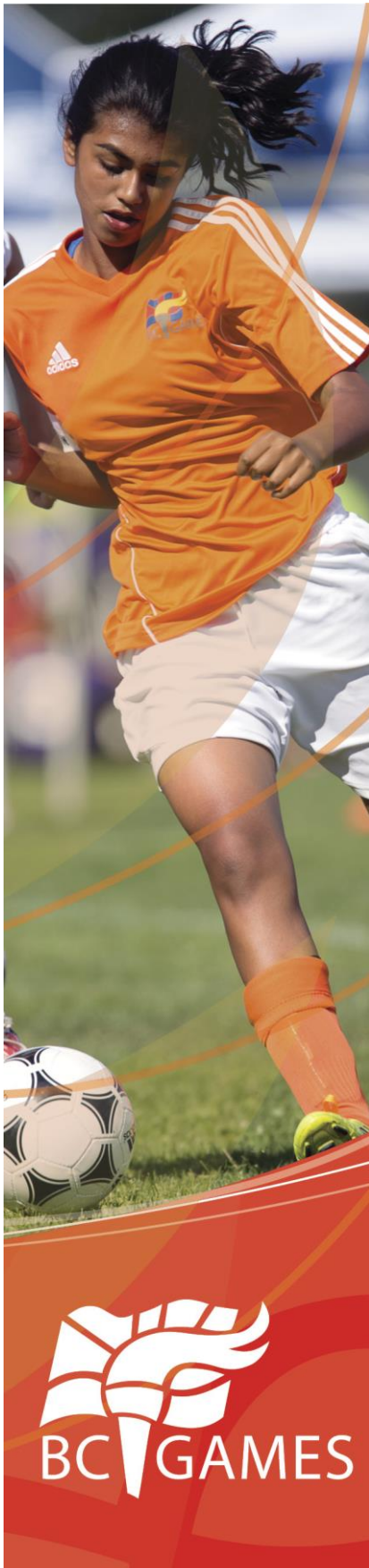
**D. INFORMATIONAL ITEMS**

D.1 Next Committee Meeting: To be determined

**E. ADJOURNMENT**

Please confirm your attendance by contacting Leslie Kellett, at  
(250) 561-7655 or [leslie.jackson@princegeorge.ca](mailto:leslie.jackson@princegeorge.ca) Thank you.





# BC Games Society

## Overview

*Updated August 2020*





## BC Games Society Overview

Since 1978, the BC Games Society has been staging the BC Winter and BC Summer Games. As a provincial multi-sport event, the BC Games provide developing high performance British Columbian athletes with their first multi-sport games experience as part of their sport's long-term athlete development pathway to international podiums. These two events are British Columbia's largest multi-sport competitions for developing young athletes.

### The purpose of the BC Summer and BC Winter Games is:

"To provide an opportunity for the development of athletes, coaches, and officials in preparation for higher levels of competition in a multi-sport event which promotes interest and participation in sport and sporting activities, individual achievement and community development."

### The Vision of the BC Games Society is:

"We strive to inspire exceptional experiences through sport."

### The Mission of BC Games Society is:

"The BC Games Society is the leadership organization that guides the BC Winter and BC Summer Games and prepares Team BC for national multi-sport Games. We build on the expertise and support of partners to create development opportunities for athletes, coaches, officials, volunteers, and communities."

### Past and future BC Winter and BC Summer Games:

Year	Winter	Summer	Year	Winter	Summer
1978	-	Penticton	1995	Comox Valley	Penticton
1979	Kamloops	Richmond	1996	North Vancouver	Trail-Castlegar
1980	Kimberley	Kelowna	1997	Campbell River	Burnaby
1981	Prince George	Comox Valley	1998	-	Ridge Meadows
1982	Trail	Vernon	2000	Quesnel	Victoria
1983	Revelstoke	Maple Ridge	2002	Williams Lake	Nanaimo
1984	Fort St. John	Burnaby	2004	Port Alberni	Abbotsford
1985	Osoyoos/Oliver	Nanaimo	2006	Trail	Kamloops
1986	Terrace	Cranbrook	2008	Kimberley-Cranbrook	Kelowna
1987	Fernie	Delta	2010	Terrace	Township of Langley
1988	Dawson Creek	Oak Bay/Greater Victoria	2012	Greater Vernon	Surrey
1989	Nelson	Surrey	2014	Mission	Nanaimo
1990	Penticton	Prince George	2016	Penticton	Abbotsford
1991	Duncan/North Cowichan	Coquitlam	2018	Kamloops	Cowichan Valley
1992	Greater Vernon	Port Alberni	2020	Fort St. John	Maple Ridge *
1993	Kitimat	Chilliwack	2022	Greater Vernon	Prince George
1994	Smithers	Kelowna	2024		Maple Ridge

\* - cancelled due to COVID-19

## **BC Games Society Board of Directors**

A community-based Board of Directors is appointed by the Minister of Tourism, Arts, Culture and Sport, to lead the BC Games Society. The Board is responsible for reviewing, on an annual basis, overall BC Winter and BC Summer Games budgets, policies and rules, and financial and operating reports.

The Chair of the Board is Mr. Jamey Paterson (Langley). Other members of the Board are: Mr. Charles Bruce (Kamloops), Mr. Jim Martin (Prince George), Mr. Wayne Naka (Nelson), Ms. Breeanne Parisien (Elkford), Dr. Veronica Planella (Victoria), Mr. Richard Peter (Vancouver), Ms. Pamela Rai (Nanaimo), Ms. Niki Remesz (Kamloops), Mr. Mark Sime (Victoria), Ms. Laura Watson (Port Moody), Ms. Michelle Webster (Vernon), Ms. Pansy Wright-Simms (Hazelton), and Ms. Christine Ulmer (Vancouver).

## **BC Games Staff**

The BC Games Society employs staff to provide event management services to Host Societies, maintain relations with the Ministry responsible for Sport and the Provincial Sport Organizations, acquire and service Corporate Partners, and administer the affairs of the Society.

BC Games Society staff are involved in varying degrees with as many as six Host Societies at any one time.

Staff includes President and CEO Alison Noble; Operations and Technology Manager Irene Schell; Event Managers Andrew Pitre, Kyler Nurmsoo, and Adam Powell; Marketing and Engagement Manager Justine Johnson, Team BC Operations Manager Jarret Poitras; Games Operations Coordinator Riki-Lee Jessup, and Games Marketing Coordinator Faith Blenkin.

Various BC Games staff work with each Host Society from the time the Board is formed through to the conclusion of the Games. For the Prince George 2022 BC Summer Games Kyler Nurmsoo will serve as the lead Event Manager, supported by the society's Operations and Technology Manager Irene Schell, and Marketing and Engagement Manager Justine Johnson. BC Games staff share with volunteers the collective experience of the Games from past volunteers and from the perspective of the BC Games Society. They have worked in a multitude of Games including BC Games, 55+ BC Games, Canada Games, and Olympic and Paralympic Games. Staff will be in your community on a regular basis leading up to the Games and for the duration of the Games. They are part of your overall team that will plan and stage the Games.

## **President and CEO**

Alison Noble, President and CEO of the BC Games Society, has the overall responsibility for the staging of the BC Winter and BC Summer Games. She works with the Host Society, the provincial government, and private industry in all aspects of publicity, services, and the administrative and financial operations of the BC Games.

If in the view of the President and CEO, decisions are being made by the Host Society that are not consistent with the overall standards of the BC Games, she will have the right to veto any such decisions and enforce whatever policy is necessary.

## BC Games Society Culture of the Games

The BC Games Society believes that everyone associated with the Games:

- has the right to participate in an environment that is supportive, positive, respectful, accessible, and that contributes to exceptional experiences
- has the responsibility to contribute in a positive way to the experiences of everyone involved in the Games



The BC Games Society has initiated processes, practices, policies, and codes of conduct that help create the positive environment the organization wants the Games to be for everyone involved. These safe sport, inclusion, equity, healthy environment, and other processes and practices are captured under the society's Culture of the Games initiative. Working with partners and host societies, the BC Games Society strives to create exceptional Games experiences for everyone; ensuring everyone understands the role they play in achieving this is a cornerstone of the Culture of the Games initiative.

As the planning for the Games unfold, BC Games Society staff will bring forward discussions about the Culture of the Games. More information can be found at [bcgames.org](http://bcgames.org) (under the Games tab/menu).

### Sport Selection

For sports to be included in the BC Games, the respective Provincial Sport Organizations (PSOs) must have applied and met the Core Sport criteria as approved by the BC Games Society Board.

Each sport organization must demonstrate how the BC Games fit into their sport development plans and how they use the Games as an integral part of their athlete, coach, and officials' development. Some of the key principles for inclusion in the Games are province-wide participation, gender equity among participants (athletes, coaches, officials), and competitive opportunities for athletes with a disability. In addition, the BC Games are generally a one-time opportunity for all participants (a possible two-time experience for athletes with a disability).

Each sport is granted inclusion into one Games and is evaluated against the Core Sport criteria after the Games to determine their inclusion in the next Games.

The BC Games are an entry point to the performance pathway and are high profile competitive opportunities for Provincial Sport Organizations to incorporate into their Long-Term Athlete/Player Development models. The competition at the Games is generally in the higher end of the Learning to Train or lower end of the Training to Train stage for each sport.

The Sport Package, which lists the sports included in your BC Games, as well as the number of participants allocated to each sport, is determined by the BC Games Society's Sport Committee. The Sport Package for each Games is announced approximately 16 months prior to the Games. The Sport Package for the 2022 BC Winter Games is expected to be announced in March 2021 and will be available on our website – [bcgames.org](http://bcgames.org). The technical packages, which outline the age range of the athletes, events, eligibility restrictions, and competition rules, etc. for each sport are released one year in advance on the BC Games website.

While exact numbers vary from Games to Games, generally there are 2,900-3,500 participants involved in each BC Summer Games and 1,500-2,300 participants in each BC Winter Games. Games participants include athletes, coaches, and officials.

## BC Games Zone Structure

For the purposes of registration for the Games, the province is divided into eight zones as follows:

<b>Zone</b>	<b>Zone Colour</b>	<b>Zone #</b>
Kootenays	Yellow	Zone 1
Thompson-Okanagan	Red	Zone 2
Fraser Valley	Light Blue	Zone 3
Fraser River	Orange	Zone 4
Vancouver-Coastal	Dark Green	Zone 5
Vancouver Island-Central Coast	Light Green	Zone 6
North West	Purple	Zone 7
Cariboo-North East	Dark Blue	Zone 8

## The BC Games and the Sport Sector

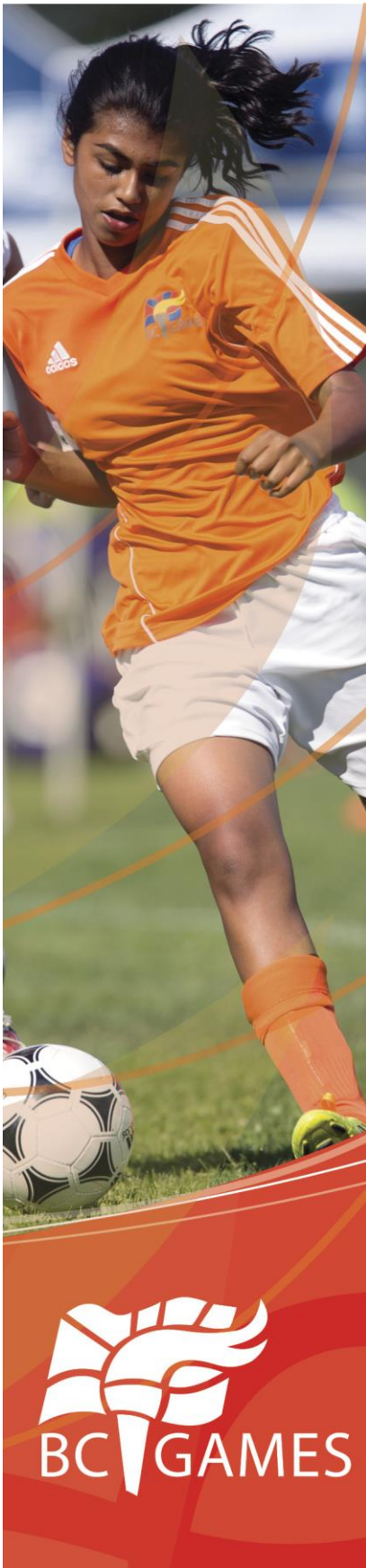
The Provincial Sport Organization (PSO) for each sport in the Games is a partner of the BC Games Society. This partnership is formalized through a memorandum of understanding that both parties are accountable to.

The PSO appoints volunteers to support the Games. These include a Provincial Advisor, a Sport Chair, and Zone Representatives.

The Provincial Advisor serves as the technical representative for the BC Games and works with BC Games staff to confirm the technical aspects of competition and is capable of making binding decisions on behalf of his or her sport organization.

The Sport Chair is a sport volunteer from your local community. The Sport Chair prepares, in cooperation with BC Games Society staff, the Provincial Advisor, and Host Society volunteers, all aspects of his or her sport for the BC Games. They are managed by the Sport Directorate.

Each sport also names one Zone Representative in each zone who oversees the zone qualification process and registers participants for the Games.



# BC Games Hosting Overview

*Updated August 2020*





## Hosting the BC Games

As a provincial multi-sport event, the BC Games provide developing high performance British Columbia athletes with their first multi-sport games experience as part of their sport's long-term athlete development pathway to the Olympic and Paralympic and other international podiums.

The BC Games also present an opportunity for host communities around British Columbia to successfully stage a major event. The process, therefore, has a dual role: a major multi-sport Games for athletes, coaches, and officials, and a unique opportunity for promoting community development around the province.

### Bid Process

Host Communities for the BC Winter and BC Summer Games are selected based on a bid process, which is held every four years. Four host communities, two for BC Summer Games and two for BC Winter Games, are announced as part of each bid process. Communities interested in hosting the BC Games are asked to prepare a formal bid application for submission to the BC Games Society.

Bid applications are reviewed by a committee of BC Games Society board members and staff. All host communities that are part of the bid cycle are announced at the same time by the Minister of Tourism, Arts, Culture and Sport (or a representative).

Host Communities are named between three and five years prior to the Games. The Games are named in advance to help communities prepare, but also so that Provincial Sport Organizations can, if necessary, build local capacity in their sport.

### Local Board

Approximately 20 months prior to the Games, the BC Games Society President and CEO works with the hosting municipality's Mayor and senior Parks and Recreation staff to form a Nominations Committee, chaired by the Mayor. The Nominations Committee identifies a President and Vice President and together they recruit a Board of Directors based on the organizational structure provided by the BC Games Society.

The Board is a duly appointed committee of Mayor and Council. A senior Parks and Recreation staff and a representative of the local school district also sit on the board as non-voting liaisons.

### Host Society

The Host Society essentially holds the franchise for the specific BC Games. As a franchise, there are protocols established by the BC Games Society which include tasks, activities, and timelines that are required of the Host Society to ensure the standards of the BC Games are maintained, important partners are recognized, and key milestones are reached. This ensures that there are consistencies from Games-to-Games while at the same time enabling room for volunteers to express the uniqueness of the community and their own ideas, making each Games a one of a kind experience.

The Host Society is responsible for incorporating as a non-profit society. The Board of Directors works in close cooperation with staff of the BC Games Society to ensure the successful operation of the BC Games.

Each Host Society will sign an *Agreement for Financial Assistance* (AFA) with the BC Games Society. This document outlines the parameters for hosting the Games as well as the details of the funding being provided by the BC Games Society. Once the budget process is complete, the budget will become an addendum to the AFA.

## Funding and Budgeting

Each BC Winter and BC Summer Games is funded by both provincial and municipal governments, as well as the private sector. Private sector funding is provided on an ongoing basis from the BC Games Corporate Partners, as well as from locally recruited Friends of the Games. Public funding is provided through the Ministry of Tourism, Arts and Culture and through the support of the hosting municipal government.

The budget for each BC Games is determined by the BC Games Society President and CEO, in consultation with the Host Society President, Vice President, Director of Administration, and Budget Control Chair.

The development of the budget will be determined by a budgeting process that takes into account the following:

1. The Games budget is a cash budget only. The cash amount will be comprised of:
  - a. A grant from the BC Games Society based on resources available and the anticipated number of participants
  - b. A grant from the hosting municipality, as stipulated in the Council resolutions submitted with the bid for the Games.
  - c. Cash contributions raised from local businesses through the Friends of the Games Directorate. The amount of additional cash needed to successfully stage the Games is modest and will be dependent on Games-specific variables. Specific in-kind contributions that directly offset budget lines where cash would have used to make purchases will reduce the amount of cash needing to be raised. BC Games staff will discuss this and provide information and context.
2. The Chart of Accounts established by the BC Games Society will be used to ensure consistency from Games to Games.
3. Budgets and actual figures from past BC Games are provided in the guidelines for each Directorate, for comparative and planning purposes. Using this information as a starting point, each Director will draft their own budget based on research done on anticipated costs. Directors will work in consultation with BC Games staff, the Budget Control Chair, and the Director of Administration to develop and finalize their budget. While the expense areas are consistent for every set of BC Games, the amounts for some areas will vary with the number of participants and the parameters of each community.
3. The Director of Administration and the Budget Control Chair, along with the President and Vice President will review, and if necessary, revise all submitted budgets and ensure the total does not exceed the maximum budget allowance.
4. The Director of Administration and the President and Vice President will submit a budget to BC Games Society staff for final approval by the President and CEO prior to the budget being approved by the Host Society Board.

Based on need (expenses being incurred) and the incorporation of your society and establishment of a bank account, the BC Games Society will forward initial installments of the funding for the Games prior to the conclusion of the budget process.

## Legacy

There are a number of legacies as a result of hosting the BC Games.

1. Most of the operating budget will be spent directly in the host community. In addition, many visitors will come to your community as either BC Games participants or spectators and spend money in hotels, restaurants, and other businesses. These elements contribute to the economic impact of the Games in your community. Economic impact studies have shown that as much as \$2.6 million is spent in communities hosting the BC Winter or BC Summer Games.

While there has been no study done, there is every reason to suggest that many BC Games participants and spectators will return to your community at a later date, providing what might be considered additional “spin off” benefits.

2. A financial legacy comprised of commissions from merchandise sales and 50% of budget savings\*, will be distributed 10 to 12 months after the BC Games.

The Host Society Board of Directors will form a Legacy Committee to work in consultation with the BC Games Society President and CEO to determine how the legacy will be distributed. This may include grants to sport and recreation groups through an application process, purchase or contribution toward purchase of capital assets, scholarships, or other options. The BC Games Society requires that 75% of the legacy go to sport project/groups (the remaining 25% may be allocated to recreation, arts, or community initiatives). Once the legacy distribution is determined, the Legacy Committee will submit its recommendations to City Council.

3. Apart from the financial benefits generated prior to and during the BC Games, there is a significant “living” legacy as well. The thousands of individuals who volunteered for the BC Games will have made new friends, learned new skills, and enhanced what they could already do well. Their contributions and related social and skill enhancements, collectively, generate a community pride of value to the future of your community.
4. As a result of equipment purchased and/or upgrades/modifications to facilities necessary for the sport competitions at the Games, there is a legacy for sport in the community. This can range from major facility upgrades, to purchase of major competition equipment (i.e. mats), to purchase of balls and other small equipment, which are left to a local club or organization for use after the Games. While costs for major facility upgrades are usually covered by the city (as part of their commitment to host the Games), the Host Society Games budget covers smaller items and equipment purchases which can range from \$50,000 to \$85,000.

\* At the end of the Games and at the conclusion of the audit, 50% of the budget savings is provided to the BC Games Society to support the ongoing legacy of the Games, which includes purchase of inventory items (torches, foam mattresses, signs, tents, etc.) and 50% becomes part of the Host Society Legacy.

## Support from the BC Games Society

Each Host Society is provided with a grant from the BC Games Society. This grant is made up of a funding from the Province of British Columbia as well as a support from the BC Games Society Corporate Partners and offsets a significant portion of the Games operating costs.

In addition to cash, the BC Games Society with its more than 40 years of Games hosting experience has put into place resources, processes, contracts, and partnerships that support the Host Society. Some of these offset direct costs that a Host Society would otherwise have to expend and some reduce the volunteer commitment needed to plan and stage the Games (because a new system does not need to be developed). The table on the following pages may not be exhaustive, but is intended to provide an overview of the resources provided to each BC Games Host Society.

Item	Details
Organization Structure and Resources	<ul style="list-style-type: none"> <li>• A board structure used for all Games that is mirrored in online resources and Tasks and Timelines for all Director and Chair positions.</li> <li>• Resources provide past-Games examples, materials, policies, agreements, and ideas as well as BC Games Society recommendations based on the experience of the Society.</li> </ul>
BC Games Society Staff Support	<ul style="list-style-type: none"> <li>• Staff support is provided at all stages of the Games process, from the nomination processes through to the legacy distribution.</li> <li>• The President and CEO provides ongoing support and various staff work directly on the Games to support the planning process.</li> <li>• Staff is in the community on a regular basis leading up to the Games and for the duration of the Games. They are part of the overall team that will plan and stage the Games.</li> <li>• Other staff support the Games on specific tasks and are in the community during the Games.</li> </ul>
Website and Social Media	<ul style="list-style-type: none"> <li>• Specific pages on the BC Games Society website are created to be host community pages. These pages are managed and updated by Games volunteers.</li> <li>• Access to established social media accounts and platforms.</li> <li>• BC Games staff provide extensive training, user manuals, and ongoing support.</li> </ul>
Logo and Graphic Standards	<ul style="list-style-type: none"> <li>• A standard logo is used for each Games. This is created by the BC Games Society and the Host Society is then provided all versions of the logo for their use.</li> <li>• Graphic elements for various collateral items are provided and native files are available to the Host Society.</li> </ul>
Software and Hardware	<ul style="list-style-type: none"> <li>• BC Games custom software is used for registering and managing volunteers, participants, and guests, as well as to record results.</li> <li>• Volunteer management includes registration, assignment to positions, reports, badging.</li> <li>• Online volunteer registration is also part of this system.</li> <li>• The software also manages medical injury tracking, the assignment of participants into accommodation sites, and scanning participants into accommodation sites at curfew.</li> <li>• Results entered in the database are automatically posted to the BC Games website.</li> <li>• BC Games staff provides extensive training as well as user manuals and resources.</li> <li>• Hardware used for the scanning participants into accommodation sites is provided by the BC Games Society.</li> </ul>
Participant Registration	<ul style="list-style-type: none"> <li>• The BC Games Society manages participant registration. This includes online registration, confirmation and validation of registration and eligibility, assignment to accommodation sites, and transportation assignments.</li> </ul>
Transportation to/from the Games	<ul style="list-style-type: none"> <li>• Transportation to/from the Games is managed by the BC Games Society. This includes assignments of participants to buses/flights and the arrangement of equipment to transport participants and costs associated with travel to/from the Games.</li> </ul>
Host Community Transportation	<ul style="list-style-type: none"> <li>• The highway coach buses used for transportation to/from the Games remain in the host community for use by the Transportation Directorate to transport participants at the Games. The number of buses available to the Host Community is dependent upon the geographical location of the host community.</li> <li>• These buses are available to the Host Community for up to 10 hours per day at no cost including fuel and driver wages.</li> <li>• The accommodation of the bus drivers in the community is paid for by the BC Games Society.</li> </ul>
Guest Registration	<ul style="list-style-type: none"> <li>• Through the Games website, an online guest registration system is available to the Host Society.</li> <li>• BC Games staff provides training and user manuals to volunteers who will be using and managing this process.</li> </ul>

Item	Details
Email Addresses	<ul style="list-style-type: none"> <li>Email addresses for use by the Host Society - generally used for creating generic accounts (i.e. sport@, volunteer@, etc.) which are accessed via web interface.</li> </ul>
File Sharing System	<ul style="list-style-type: none"> <li>Cloud-based secure file sharing system accessible to Directors and Chairs and select Committee volunteers.</li> <li>Training and user manual provided by BC Games staff.</li> </ul>
Phone Numbers	<ul style="list-style-type: none"> <li>Access to phone numbers and accounts through a VOIP system – set-up done by BC Games staff; management and cost covered by the Host Society.</li> </ul>
Corporate Partners (TBC)	<ul style="list-style-type: none"> <li>Global BC – provides a TV personality to serve as Master of Ceremonies for the Opening Ceremony. Provide PSA ads and on-site coverage of the Games.</li> <li>Coast Capital Savings – provides a T-shirt for each participant that is distributed at the Participant Accreditation Centre and also offers 16 bursaries to Games participants.</li> <li>Black Press Media – provides profile for the Games and the hosting community, advertisement space, and editorial stories.</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>The BC Games Society maintains a \$10 million General Liability Insurance Policy, which protects BC Games participants and registered volunteers, in the event of actions to which they are held legally liable. This also includes Directors' and Officers' Liability coverage for the Board of Directors.</li> </ul> <p><i>Note that the insurance policy does not cover loss of unrecoverable wages or salary in the event of injury, nor does it provide for Workers Compensation coverage for BC Games volunteers or Host Society staff. In this regard, volunteering for the BC Games is similar to volunteering for other services or amateur sport organizations. (Also note that the host society will be required to arrange and pay for all property and vehicle insurance).</i></p>
Inventory	<ul style="list-style-type: none"> <li>The BC Games inventory is valued at approximately \$680,500. It is four 40-foot trailers of items that travel from Games-to-Games.</li> <li>The inventory includes over 3,300 “foamies” (which serve as beds for Games participants), rollaway cots for participants with a disability, office supplies, medal podiums and trays/pillows, stanchions, flagpoles, medical kits, tents, hand-held torches, an indoor propane torch, an outdoor electric torch, and over 4,000 coroplast signs and vinyl banners.</li> <li>Note that the cost of insuring the inventory rests with the Host Society and the cost of transporting inventory is the responsibility of the Host Society shipping the items.</li> </ul>
Independent Audit	<ul style="list-style-type: none"> <li>A requirement of the BC Games Society is that the financial records of each Host Society are independently audited. The BC Games Society undertakes a request for proposal process every five years to engage an auditor. This ensures consistency from Games-to-Games in the audit and review process and provides reassurance to the BC Games Society Board of Directors on the use of the Games operating grant.</li> <li>The cost of the audit is paid by the Host Society.</li> </ul>
Sport Partners	<ul style="list-style-type: none"> <li>Resources and/or services are available to support the Host Society through partnerships the BC Games Society has with other agencies in the sport sector. These include SportMedBC, viaSport, Regional Sport Centres and, Promotion Plus.</li> </ul>
Medal Design and Production	<ul style="list-style-type: none"> <li>Professionally designed medals that showcase the BC Games brand and include your Games information, ensures consistency from Games-to-Games. A matching medal pin is provided to each medallist and a special gift is provided to all coaches.</li> <li>The medals are the pride and joy of the athletes who win them.</li> <li>Note the production costs of medals, medal pins, and coach gifts are paid from the Host Society budget.</li> </ul>
Merchandise Supplier (under review)	<ul style="list-style-type: none"> <li>The BC Games Society undergoes a tender process for a merchandise supplier, who produces and sells all merchandise for each Games, at no risk to the Host Society.</li> <li>The Host Society receives a percentage of the sales of the all merchandise for their Games. These funds go directly to the Host Society's Legacy Fund.</li> </ul>





## FACT SHEET PRINCE GEORGE 2022 BC SUMMER GAMES

The BC Summer Games provides a competitive multi-sport environment that supports the development of athletes, coaches, and officials as they move on to higher levels of competition. The BC Games contributes to the development of sport and communities through infrastructure updates and improvements, volunteer engagement and skill enhancement, and large-event hosting experience.

### **Prince George 2022 BC Summer Games**

- July 21-24, 2022
- 32<sup>nd</sup> BC Summer Games

### **Participants**

- Up to 3,787 participants (2840 athletes, 565 coaches and 382 officials).

### **Sports**

- 18 sports (including sports for athletes with a disability).

### **Volunteers**

- A President and Vice President will lead the Board of Directors for the 2022 BC Summer Games.
- Directors working in 14 areas will coordinate approximately 70 volunteer Chairs, each of whom has a committee of volunteers and are responsible for different aspects of the Games planning and operation.
- An estimated 3,000+ volunteers will be involved in planning and staging the Games.

### **Major Games Events**

- Welcoming Banquet – Thursday, July 21
- Opening Ceremony – Thursday, July 21
- Civic Luncheon – Friday, July 22
- Competitions – Friday, July 22 until noon Sunday, July 23
- Closing Ceremony – Sunday, July 24

### **Funding**

- Base funding of \$625,000 is provided by the Province of BC through the BC Games Society.
- The City of Prince George has, through the bid process, committed \$45,000 cash and \$50,000 in-kind services.
- School District #57 has committed to provide the use of school facilities for accommodation and competition and school buses.
- Corporate and Funding Partners provide cash and in-kind services.
- Friends of the Games (local business and industry) contribute cash and in-kind services/goods.

### **Funding Partners**

- Province of BC, Ministry of Tourism, Arts, Culture and Sport
- City of Prince George
- School District #57

### **Corporate Partners**

- Through ongoing agreements with the BC Games Society, the following businesses are Corporate Partners for the 2022 BC Winter Games
  - Global BC, Black Press, and Coast Capital Savings

### **Community Legacy from the BC Games**

- Community celebration and pride
- Skilled and experienced community volunteers
- Facility upgrades and investment in sport and community programs
- Trained and enhanced skill development of community volunteers
- Economic impact to the community
  - \$2 million (study from Nanaimo 2014 BC Summer Games)

### **Sport Development Legacies**

- BC Games is the stepping-stone to national and international competition and to the Canada Games and Olympic Games for many athletes, coaches, and officials.
  - This includes Olympians Brent Hayden (Swimming), Carol Huynh (Wrestling), Brent Seabrook (Hockey), Denny Morrison (Speed Skating), and Paralympians Bo Hedges (Wheelchair Basketball), Josh Dueck (Alpine Skiing), and Michelle Stillwell (Wheelchair Athletics).

### **Interesting Tidbits**

- Volunteers will prepare and serve over 32,000 meals in four days.
- Over 2,100 medals will be awarded at 290 medal presentation ceremonies.
- During the Games weekend, the transportation system required to move participants around the community ranks as the fourth largest transportation system in the province. (statistic from Surrey 2012 BC Summer Games).
- Over 3,200 foam mattresses are part of the Games inventory and will be used as beds for participants.
- Prince George hosted the BC Summer Games in 1990, the BC Winter Games in 1981 and the Canada Winter Games in 2015.

## Maple Ridge 2020 BC Summer Games Sport Package

11-15	M & F	Artistic Swimming	56	16	17	89
14-15	M & F	Athletics	288	32	41	361
13-50	M & F	Athletics-Special Olympics	16	4	2	22
15U	M	Baseball	128	24	22	174
U14	M	Basketball-U14 (5on5) Boys	80	16	11	107
U14	F	Basketball-U14 (5on5) Girls	80	16	11	107
U13	M	Basketball-U13 (3X3) Boys	80	16	8	104
U13	F	Basketball-U13 (3X3) Girls	80	16	8	104
13-16	M & F	Canoe/Kayak	88	24	25	137
U19	M & F	Canoe/Kayak-PaddleAll	16	8	0	24
11-18	M & F	Equestrian	48	22	16	86
13-30	M & F	Equestrian-Para	10	9	3	22
12-16	M & F	Golf	48	16	15	79
15-16	M	Lacrosse-Box	152	24	14	190
14-15	M	Lacrosse-Field	152	24	14	190
U17, U19	M & F	Rowing	88	24	12	124
Under 17	F	Rugby-Girls	96	24	12	132
U15; U19	M & F	Sailing	74	16	7	97
Under 15	M	Soccer-Boys	144	24	16	184
Under 15	F	Soccer-Girls	144	24	16	184
U16	M	Softball-Boys	120	32	12	164
U16	F	Softball-Girls	120	32	12	164
Under 15	M & F	Swimming	160	16	30	206
12-30	M & F	Swimming-Para	8	4	1	13
Over 13	M & F	Swimming-Special Olympics	24	6	1	31
10-17	M & F	Towed Water Sports	64	16	20	100
14-15	M & F	Triathlon	52	16	8	76
18U	M & F	Volleyball-Beach	32	16	8	56
15U	M	Volleyball Indoor-Boys	112	16	6	134
15U	F	Volleyball Indoor-Girls	112	16	6	134
14-17	M & F	Wrestling	136	16	14	166
<b>TOTALS</b>			<b>2808</b>	<b>565</b>	<b>388</b>	<b>3761</b>

18 Sports

Last Updated: March 1, 2020



**President**

**Vice President**

Public Health Liaison

**Access Control**

- Volunteer Management
- Mobile Patrol
- Security Operations
- Special Events
- Sport Venues

**Accommodation**

- Volunteer Management
- Accommodation Hospitality
- Dorm Management
- Holding Area
- Housekeeping
- Room Allocation
- Site Preparation

**Administration**

- Volunteer Management
- Budget Control
- Inclusion
- Legal Services
- Risk Management

**Ceremonies & Special Events**

- Volunteer Management
- Ceremonies
- Marshalling
- Participant Special Events
- Properties

**Food Services**

- Volunteer Management
- Equipment and Stores
- Food Venue
- Off-Site Meals
- Special Meals

**Friends of the Games**

- Volunteer Management
- Directorate Liaison
- Recognition
- Recruitment

**Logistics**

- Volunteer Management
- Environment
- Food Concessions
- Properties Management
- Warehouse

**Marketing**

- Volunteer Management
- Creative Services
- Digital Media
- Merchandise
- Photography
- Public Relations

**Medical Services**

- Volunteer Management
- Medical Clinic
- Physiotherapy
- Venue Medical

**Participant & Volunteer Services**

- Volunteer Management
- Accreditation
- Results Centre
- Volunteer Appreciation
- Volunteer Registration

**Protocol**

- Volunteer Management
- Guest Registration
- Hosts
- Medals
- Receptions

**Sport**

- Volunteer Management
- Community Development
- Competitions
- Equipment
- Venue Management

**Technology**

- Volunteer Management
- Equipment Installation/Service
- Equipment Procurement
- Systems Support

**Transportation**

- Volunteer Management
- Buses
- Luggage & Lost and Found
- Shuttle System
- Traffic Control

Parks and Recreation Liaison

**Board Liaisons**

- Parks and Recreation
- School District

**Community Partners** (could include)

- Indigenous Community
- Public Health
- Regional District
- College/University
- Regional Multi-Sport Centre
- Local Tourism Organization
- Chamber of Commerce

**Operations Manager**

**Administrative Assistant**

**Directorate Assistants**



## PRINCE GEORGE 2022 BC SUMMER GAMES NOMINATIONS COMMITTEE OVERVIEW

### BC Games Nominations Committee

A Nominations Committee is formed to recruit community volunteers to serve as Directors for the Prince George 2022 BC Summer Games. Based on previous experience with other communities, it is suggested that the Mayor chairs the Nominations Committee and that the Committee members include the following representatives:

- one or two City Councillor(s)
- School District Chair and/or Trustee
- Parks and Recreation Department senior staff member(s)
- your City Manager
- two or three members of your community with broad representation (i.e. Chamber of Commerce, cultural community, and/or sport community representatives, a member of your Bid Committee for the Games, etc.).

The Nominations Committee is a committee of the mayor and requests to take a position on the Prince George 2022 BC Summer Games Board should be a request on behalf of the Mayor's and the Nominations Committee.

### First Meeting of the Nominations Committee

The Nominations Committee should plan to meet for the first time in January 2021. The President and CEO of the BC Games Society will attend, lead this first meeting, and provide the agenda.

The focus of this meeting will be to brainstorming for candidates using the materials in the Board Qualifications document as a guide to the suitable skills/.experience and to establish the parameters of the Nominations Committee, including who will make asks and how those asks will be made (i.e. the request to join the Prince George 2022 BC Summer Games Board is a request on behalf of the Mayor's and the Nominations Committee not of the individual making the ask).

### Selection of the President and Vice President

The usual practice is that once the President and Vice President for the Games are identified, they would join the Nominations Committee, attend subsequent meetings, and assist with the recruitment and selection of the volunteers who will serve as the Directors for the Games.

### Selection of the Directors

It is the responsibility of each Nominations Committee member to bring forward names of community volunteers to possibly fill the Director positions. The members would then determine who is best suited to approach each respective candidate to determine their availability and/or interest.

This process is often begun with a "recruitment meeting" at which time the materials provided by the BC Games Society can be used to help explain the roles and responsibilities for each position. The Nominations Committee should plan to meet regularly until all Directors are secured to brainstorm potential candidates and report on the status of commitments from individuals sought for positions.

The President and/or Vice President may wish to attend each recruitment meeting so that they can get to know potential candidates and those who will ultimately serve on the Board.

One of the successes of this approach is that it is the Mayor, through her/his committee that is asking candidates to serve as a Director on the Board of the Prince George 2022 BC Summer Games Society.

### **Determination of the Board**

It is the decision of the entire Nominations Committee as to which individuals will be recommended as Directors for the Games and for which position they will be recommended. Once this has been determined, the Nominations Committee should be in touch with the BC Games Society President and CEO and work with City staff to prepare a report to go to Council.

*Refer to the enclosed Board Qualifications document for more information about the President, Vice President, and Director positions.*

### **Building Capacity**

One of the significant legacies of the BC Summer Games is the opportunity to build capacity in the community – to give new skills and leadership roles to as many people as possible.

While it is helpful to have people with past Games and/or community experience once again take on the Games leadership roles, the guidelines and resources provided mean that volunteers without experience can also find success and contribute significantly to the Games.

To this end, the BC Games Society encourages the Nominations Committee to look beyond the volunteers who usually take on the leadership roles in the community, to those for whom the Games will be an opportunity to gain new skills which will help them become the community leaders of the future.

### **Representation from the Community**

The BC Games Society values equitable practices and to this end, asks that the following be considered:

- That commitment to gender equity and representation that reflects the diversity of the community be considered when selecting members to serve on the Nominations Committee

And that the Nominations Committee

- Make a commitment to gender equity and representation that reflects the diversity of the community when considering members to serve on the Board of Directors for the Prince George 2022 BC Summer Games

### **Appointment of the Board**

As a duly appointed committee of Mayor and Council, it is now requested that the Nominations Committee submit, through City staff, a report on the process and a list of the identified names per position to Mayor and Council for endorsement. Senior Parks and Recreation staff typically take this report to Council.



## PRINCE GEORGE 2022 BC SUMMER GAMES Nominations Committee Timeline

ACTION	WHEN	LED BY
Phone contact made with Host Community to begin process (typically the Parks and Rec Director)	November 2020	BC Games Society President and CEO
Letter to Mayor outlining Nominations Committee process, selections (copy of letter also sent to community contact persons)	November 2020	BC Games Society President and CEO
Mayor forms the Nominations Committee for the 2022 BC Summer Games	December 2020	Mayor
First meeting of Nominations Committee (with BC Games Society President and CEO)	January 2021	BC Games Society President and CEO and Mayor
Nominations Committee meets to review position information and brainstorm candidates for President and Vice President	January/February 2021	Nominations Committee
President and Vice President recruited and join the Nominations Committee	January/February 2021	Nominations Committee
Nominations Committee continues to meet to brainstorm candidates for the Director positions. Members of the Committee approach and recruit candidates.	February 2021 onward	Nominations Committee
Nominations Committee completes selection of 2022 BC Summer Games Board of Directors	March 2021	Nominations Committee
As a duly appointed committee of the City, it is requested that a report be submitted, through staff to Mayor and Council. The report should include the process and a list of the identified names for each position. This report to be endorsed by Mayor and Council.	April 2021	Senior Parks and Recreation staff
Games and Guidelines Session with the Prince George 2022 BC Summer Board of Directors.	April/May 2021	BC Games Society staff





## PRINCE GEORGE 2022 BC SUMMER GAMES BC SUMMER GAMES BOARD STRUCTURE and GENERAL QUALIFICATIONS

### Board of Directors - Organizational Structure

The BC Summer Games organizational structure is required to be used as it is mirrored in all of the resources and Tasks and Timelines provided to the Board and Chairs, which are the framework and guide for the Board and Chairs as they plan and stage the Games. Refer to the organizational chart for more details.

The Board of Directors for the Prince George 2022 BC Summer Games consists of:

- President
- Vice President
- 14 Directors each heading up one of the 14 Directorates
  - Access Control
  - Accommodation
  - Administration
  - Ceremonies & Special Events
  - Food Services
  - Friends of the Games
  - Logistics
  - Marketing
  - Medical Services
  - Participant & Volunteer Services
  - Protocol
  - Sport
  - Technology
  - Transportation

### Liaisons to the Board

The Municipality and School District (recognized as Funding Partners of the Games) are significant contributors to the Games. The Municipality provides funding and facilities and the School District provide the use of schools and buses. As Funding Partners of the Games, the support of the Municipality and School District is integral to the successful staging of the Games from the bid process through to the Games weekend. They will, therefore, each appoint a Liaison to be part of the Games Board of Directors. Board Liaisons serve as the conduit between the Games and their respective organizations and are expected to engage at the Board meetings to assist in ongoing planning, provide support, and to open opportunities or help create efficiencies for the Board through access to resources. It is up to the Municipality and School District who they appoint as Liaisons to the Board - the BC Games Society President and CEO can provide some guidance in this selection. Liaisons are non-voting members of the Host Society Board of Directors.

### PRESIDENT AND VICE PRESIDENT

The President should be a community leader, an excellent manager of volunteers and have a passion for sport and community development. As with all members of this Board, he/she should possess great interpersonal skills while having an understanding employer or be self-employed or retired as the Games are a large undertaking and will take a significant time commitment, especially closer to the Games.

Similarly, the Vice President should be a strong communicator and motivated leader, and will, in collaboration with the President, guide the planning and implementation of the Games. This position is an ever-changing one, in that the exact role varies given the styles of the individuals selected for the President and Vice President positions and how they determine to best share the leadership.

The primary responsibility of the Host Society President and Vice President is to manage and lead a team of competent volunteers who will manage their respective areas of responsibility and will ultimately host up to 3,300 participants in a multi-sport event. The President and Vice President will; therefore, be aware of the responsibilities of the Directors, monitor progress in 70+ Chair areas of responsibility, and ensure planning is proceeding within the timelines, obligations, and expectations.

## **DIRECTORS**

The primary role of each Director is to manage the Chairs in their Directorate; therefore, general leadership and management skills are *most* important. Good managers, with no specific knowledge of the area of responsibility have been very successful Directors, however, specific knowledge in the Directorate area and effective community contacts are good supplements to good management skills.

Generally, each Director should possess these necessary skills:

- effectively manage groups of individuals/volunteers
- ability to delegate authority and responsibility
- be a self starter and/or motivator
- learn, plan, and implement in a team environment
- have an understanding employer who will permit the necessary time commitment to the Games planning and operations, which will be more significant closer to the Games

Refer to the position-specific documents for the roles, responsibilities, and suggested skills/experience for the President and Vice President and each Director.
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# PRESIDENT and VICE PRESIDENT

The primary role of the Host Society President and Vice President is to lead a team of competent volunteers who will manage their respective areas of responsibility and will ultimately host up to 3,300 participants in a multi-sport event.

The President and Vice President will, with Directors and staff, monitor progress in the 70+ Chair areas to ensure the success of the Games.

In addition to the specific skills, the President and Vice President should:

- be able to effectively manage groups of individuals/volunteers;
- have the ability to delegate authority and responsibility;
- be a self-starter and/or motivator;
- have strong time management skills and the ability to work within timelines and deadlines;
- be able to learn, plan, and implement in a team environment, and
- have a schedule that will permit the necessary time commitment to the Games planning and operations, over an 18-month window which will be more significant closer to the Games.

RESPONSIBILITIES	BACKGROUND/PAST DIRECTORS
<ul style="list-style-type: none"> <li>• Lead the Board of Directors</li> <li>• Chair regular Board Meetings and any other special meetings</li> <li>• Be the local spokesperson for the Games (generally the President serves in this role and the Vice President stands in when the President is not available). This includes speaking at official Games functions and speaking to the media, etc.</li> <li>• Together with the Director of Administration, the hiring and supervision of the Operations Manager.</li> <li>• Keep up to date on the progress of the Directorates and ensure all key milestones are achieved and tasks are being done.</li> <li>• Connect with BC Games Society staff on a regular basis on the progress of the Games planning and to identify any challenges.</li> <li>• Inspire and motivate the Board, the volunteers, and the community</li> </ul>	<p>These positions are best suited for strong and dynamic leaders who have experience leading large and diverse teams. Human resource experience or experience managing events or projects are definite assets. Also helpful for these positions is the ability to get into the detail to ensure things are on track while empowering others to carry out the tasks associated with achieving the goals. Strong community connections with local businesses, community organizations, and local government would also be helpful.</p> <p>Having at least one of the President or Vice President who is retired has been seen as helpful in the past and Games planning happens at all times of the day.</p> <p>Past Presidents and Vice Presidents have been business owners, school administrators, retired RCMP officers, business leaders/managers, and former local or provincial sport leaders.</p>

# President and Vice President Task List

**NOTE:** This Task List provides a general sense of the tasks specific to the President and Vice President positions based on the 2020 Games – 2022 work is underway

\* Lead on Task

Yes = the President/Vice President are responsible for initiating the actions associated with this task

	Lead on Task *Games	Month
Introduction to Games and Guidelines Session	No	April 2021
Board of Directors to Review Information about the Games and their Roles	No	April 2021
Review BC Games Protocols (Board)	Yes	April 2021
Your Society to Consider a One Year to Go Promotion in Your Community	No	April 2021
Review Board Governance for Host Communities	No	April 2021
Meet with School District Liaison	Yes	April 2021
President and Vice President to Meet	Yes	April 2021
Plan for Regular Meetings of the Board	No	April 2021
Determine Liaisons to the Board of Directors	Yes	May 2021
Review Agreement for Financial Assistance and Funding Guidelines	No	May 2021
Board Governance Principles Presentation	Yes	May 2021
Establish Regular Meetings with BC Games Staff	Yes	May 2021
Corporate and Funding Partner Overview for Board of Directors	No	June 2021
Receive Graphic Standards Guide and Host Society Logo	No	June 2021
Search for Office and Warehouse Space	No	June 2021
Games Merchandise Overview	No	June 2021
Develop a Mission/Vision Statement	Yes	June 2021
Board Liaison to Meet with President and Vice President to Determine Role	Yes	June 2021
Adopt Codes of Conduct	Yes	June 2021
Attend Introduction to the BC Games Volunteer System	No	July 2021
Determine Key Volunteer Apparel	No	July 2021
Review BC Games Protocols	No	August 2021
Determine Directorate Orientation Schedule	Yes	August 2021
Review Publications and Documents	No	August 2021
Indigenous Participation at the Games	Yes	August 2021
Advertise for Operations Manager	No	September 2021
Discuss Objectives and Goals of Friends of the Games	No	September 2021
Discuss Management of Your Legacy Fund	Yes	September 2021
Discuss Concept of Volunteer Identification vs. Recognition	Yes	September 2021
Review Fiscal Control Document	No	September 2021
Consider the Flow of Information from the Games to the Public	No	September 2021
Connect with Key Liaisons for the Games	Yes	October 2021
Plan to Attend Official Games Functions	No	October 2021
Attend the Key Volunteer Rally	No	October 2021
Prepare and Monitor Directorate Budget	No	October 2021
Meet with Operations Manager (Office Opens)	Yes	October 2021
Request Draft #1 of all Directorates Budgets, Prepare and Monitor Administration Directorate Budget	No	October 2021
Consider Public Signage to Promote the Games	No	October 2021
Marketing Strategy and Plan Developed	No	October 2021
Key Volunteer Rally Message	No	October 2021
Develop Consistent Messaging	No	October 2021
Role of Chairs and their Committees	No	October 2021
Determine Volunteer Apparel Item	No	October 2021
Badge Scanning	No	October 2021
Harassment and Appeals Policies Reviewed and Intake Volunteers Appointed	No	November 2021

	Lead on Task *Games	Month
Present and Implement the Brand Strategy and Graphic Standards Guide	No	November 2021
Develop a Procedure for Reviewing Publications and Documents	No	November 2021
Athletes with a Disability Presentation to Board of Directors	No	November 2021
Directorates to Consider Environmental Impact in their Planning	No	November 2021
Accessible Games	No	November 2021
BC Games Cloud File Sharing (Directors)	No	November 2021
Games Email Addresses	No	November 2021
Communicate Review Process to Directorates	No	November 2021
Develop Crisis Communication Plan	No	November 2021
Manage Connection with Your Organization	No	November 2021
Plan for Management of Volunteers within your Directorate	No	December 2021
Submit Friends of the Games Requests	No	December 2021
Games Weekend Overview	Yes	December 2021
Submit Requests to School District	No	December 2021
Submit Communications, Medical, and Security Requests	No	January 2022
Tour Respective Venues	No	January 2022
Official Community Awareness Event	No	January 2022
Attend BC Games	No	February 2022
Consider Volunteer Supervisor Roles	No	February 2022
Friends of the Games Request Updates	No	February 2022
Ensure Volunteer Training and Scheduling as Required	No	March 2022
Review the Event Overview	No	March 2022
Submit Sign and Inventory Requirements	No	April 2022
Attend the Sport Venue Tour	No	April 2022
Progress and Final Progress Report Meetings	Yes	April 2022
Torchlighting Ceremony	No	April 2022
Place Volunteers Apparel Order	No	April 2022
Receive Draft #1 of Bus & Meal Schedule and Air/Bus Arrivals Schedules	No	May 2022
Invite List for Games Functions to be Finalized	No	May 2022
Submit Plan for Distribution of Purchased Equipment	No	May 2022
Plan Disability Awareness Training for Volunteers	Yes	May 2022
Plan for Training of Supervisors	No	May 2022
Identify Torch Bearer and Athlete Oath Reader	No	May 2022
Review the Crisis Communications Plan with the Board	No	June 2022
BC Games Registration Deadline - June 20, 2022	No	June 2022
Attend Final Progress Report Meeting	No	June 2022
Plan to Track No-Show Volunteers	No	June 2022
Involve Visiting Games Representatives	Yes	June 2022
Games-time Scenario Planning	No	June 2022
Provincial Government Reception	No	July 2022
Games Venue Overview	No	July 2022
Civic Luncheon	Yes	July 2022
Begin to Compile Final Report	No	July 2022
Establish a Legacy Committee	Yes	July 2022
Return Equipment and Restore Facilities to Pre-Games Condition	No	July 2022
Volunteer Appreciation Event	No	July 2022
Submit Final Reports	Yes	August 2022
Post-Games Board Meeting	Yes	August 2022
Close the Games Office	No	August 2022
Debrief with BC Games Staff	No	September 2022
Prepare Financial Statements for Auditor	No	October 2022
Establish Legacy Application Process	Yes	February 2023
Legacy Presentation	Yes	April 2023



# PRINCE GEORGE 2022 BC SUMMER GAMES

## T I M E L I N E



BC Games President and CEO contacts Mayor re: Nominations Process

November 2020

First Nominations Committee Meeting

January 2021

BC Games Staff Tour Facilities with Parks and Rec Staff

Jan/Feb 2021

Nominations Committee Finalizes Directors and Board Appointed

March 2021

Sport Package and Venues Announced

Games and Guidelines Session with Board of Directors

April/May 2021

Host Society Registered as a Society

May 2021

Directors Recruit Chairs

May-August 2021

November 2020

January 2021

February

March

April

May

Corporate and Funding Partner Overview

June 2021

One Year to Go

July 2021

Directorate Orientations

September 2021

Volunteer Registration Overview

October 2021

Key Volunteer Rally

October 2021

Directorate Budgets Developed and Finalized

October 2021-February 2022

Confirmation of Non-Sport Venues and Facilities

November 2021

Host Community Sport Meeting

January 2022

Attend the Greater Vernon 2022 BC Winter Games

February 24-27, 2022

June 2021

July

September

October

November

January 2022

February

Progress Reports

Sport Venue Tour

April 2022

Torchlighting Ceremony and Reception

Draft Bus & Meal and Sport Schedules Available

May 2022

Registration Deadline

June 20

June 2022

Final Progress Reports

Prince George 2022 BC Summer Games

July 21-24

July 2022

Volunteer Appreciation Event

August

Directors/Chairs Final Reports Submitted and Debrief Meetings with BC Games Staff

August/September 2022

April 2022

May

June

July

August

September